

Please submit form and required backup documentation to RMD-Travel@usf.edu within 10 days of the travel end date

Student Success RMD - Expense Report Form

TRAVELER DETAILS

Department _____
Traveler Name _____
Employee ID _____ TR# _____
Headquarters _____
Student Group Travel? _____

TRAVEL DETAILS

Description _____
Name of conference, event, or brief travel descriptor _____
Point of Origin _____
Actual Start Time _____ Actual End Time _____
HH:MM AM/PM HH:MM AM/PM

Start Date	End Date	Destination (City, State)

EXPENSE DETAILS

Is this travel funded by your department? _____

Chartfield

If split distribution, please enter details in the Comments section

Op Unit	Fund	Dept	Product	Initiative	Project

Expense Details

List totals by Expense Type

Expense Type	Amount (USD)	Payment Method

Mileage

(Personal Vehicle)

Enter total miles claimed based on Internet maps. Please use whole numbers only.

Total number of Miles: _____ Total Mileage Amount: _____

Meals

Enter travel dates and select all meals that apply. **ADD ALL TRAVEL DATES - DO NOT LEAVE ANY EMPTY BOXES**
Breakfast \$6 (travel started before 6am and beyond 8am)
Lunch \$11 (travel before 12pm and beyond 2pm)
Dinner \$19 (travel before 6pm and beyond 8pm)

Date	Breakfast	Lunch	Dinner

Total Meal Reimbursement Claimed _____

Total travel expenses _____

COMMENTS

Please enter any additional details about your travel that can help RMD and UCO Travel understand any events or circumstances that impacted your travel arrangements (Examples: shared expenses with other travelers, had a modified itinerary for personal reasons, departed from an alternative location due to personal reasons, expenses were covered by another organization and not by USF, stayed with friends or family instead of hotel, or any unplanned expenses incurred).

FOR REQUIRED DOCUMENTATION, PLEASE SEE EXPENSE REPORT DOCUMENT GUIDE ON NEXT PAGE

Expense Report Documents Guide

Check all that apply and include the selected documents with your Travel Expense Report form submission to RMD-Travel@usf.edu

PCard receipts already submitted to RMD are not required, except when specified below

ALWAYS INCLUDE

- Schedule, agenda, or itinerary for the Conference/event/meeting/trip**

IF AIRFARE WAS PURCHASED (even if paid by PCard)

- Airfare Receipt and Itinerary** (Itinerary must show Traveler's name, amount paid, departure and arrival times, destination, and fare class. If airfare exceeds \$750 domestic or \$1,500 international, please provide airfare comps and justification)

TRAVELER-PAID EXPENSES

- Lodging Receipt** (Receipt must be itemized, have a zero balance, show Traveler's name and arrival and departure dates. If it exceeds domestic allowance of \$250 per night, please add explanation on the receipt)
- Registration Receipt** (Receipt should include name of Traveler, amount, and name of the event)
- Auto Rental Receipt** (Rental receipt must show Traveler's name, car class, date range of rental and amount paid)
- Membership Dues** (Include detailed membership justification and benefit to USF)
- Gasoline (Rental or State Vehicles)** - Specify if used for rental or state vehicle. Provide vehicle's tag number.
- Ground Transportation** (Maximum tip allowed is 18%) Indicate start and end locations and business purpose for each trip
- Incidentals / Other** (Examples: parking, tolls, portage)

IF CLAIMING MILEAGE

- Internet Mileage Map** (Google Maps, Mapquest) Headquarters is recommended as start location if traveling on a regular workday. The traveler is authorized to claim mileage to a destination in excess of their regular commute. If a Traveler must travel to a destination (other than headquarters) during non-regular workdays, the Traveler may claim miles from residence.)

IF STUDENT GROUP TRAVEL AND/OR CASH ADVANCE RECEIVED

- Participant Roster signed by all attendees**
- Receipts and Breakdown of Cash Advance Spend and Balance to be Repaid**